



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO-CR

10 March 2005

MEMORANDUM FOR State Human Resource Officers, ATTN: Equal Employment Managers of All States, Guam, The District of Columbia, Puerto Rico, and the U.S. Virgin Islands

SUBJECT: Sexual Harassment Awareness Training Annual Report

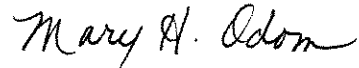
1. State Equal Employment Managers are responsible for reporting the training of both ARNG and ANG personnel to the National Guard Bureau Office of Equal Opportunity and Civil Rights (NGB-EO-CR). These reports should be submitted to NGB-EO-CR 15 May on an annual basis. States should have in place a system to ensure that all personnel (military, technician, and civilian) are trained including all new personnel.
2. The Chief National Guard Bureau firmly believes in prevention of sexual harassment and requires regular training for all National Guard personnel. The guidelines on how training is to be conducted can be found in NGR 600-21/ANGI 36-7. The guidelines are to be followed, and training must stay contemporary. There will be times when different issues will be of wide importance and mandate special attention.
3. NGB-EO-CR provides policy and guidance to states on the prevention of sexual harassment within the National Guard. NGB-EO-CR also provides resources for training and education materials, develops training initiatives, trains trainers, and monitors training that is conducted at the state level. Periodically the National Guard Bureau will assess the effectiveness of the prevention training and overall program effectiveness for the states and the National Guard Bureau. **Sexual Harassment unchecked can lead to sexual assault.**
4. Every reasonable effort should be made to ensure that all training is timely, and reports are accurate, and in accordance with regulatory requirements. Other information on Sexual Harassment can be viewed by accessing our webpage at <http://www.ngb.army.mil/staff/special/eo/policyprograms/index.asp>
5. State POCs are encouraged to contact Mary H. Odom for assistance when needed at (703) 607-0779 or DSN 327-0779 or Mary.Odom@ngb.af.mil.

NGB-EO-CR

SUBJECT: Sexual Harassment Awareness Training Report

FOR THE DIRECTOR, OFFICE OF EQUAL OPPORTUNITY

Encl
Report Format

A handwritten signature in cursive script that reads "Mary H. Odom".

MARY H. ODOM

Deputy, Office of Equal Opportunity and
Civil Rights

National Guard Bureau

Technician & Military EEO/EO Programs



SEXUAL HARASSMENT PREVENTION TRAINING

MILITARY

ARMY

AIR

TECHNICIAN

ARMY

AIR

No. _____ No. _____

No. _____

No. _____

TOTAL _____

HOURS OF TRAINING CONDUCTED: _____

METHOD OF TRAINING: _____

SEEM - STATE

DUE BY 15 MAY EACH YEAR TO NGB-EO